AutoSave Off

Document1 - Word

File Home Insert Draw Design Layout References Mailings Review View Help Tell me what you want to do Share

Paste Cut Copy Format Painter

Clipboard

Calibri (Body) 11

Font

Paragraph

AaBbCcDd ¶ Normal AaBbCcDd ¶ No Spac... AaBbCc Heading 1 AaBbCcD Heading 2 AaB Title

Styles

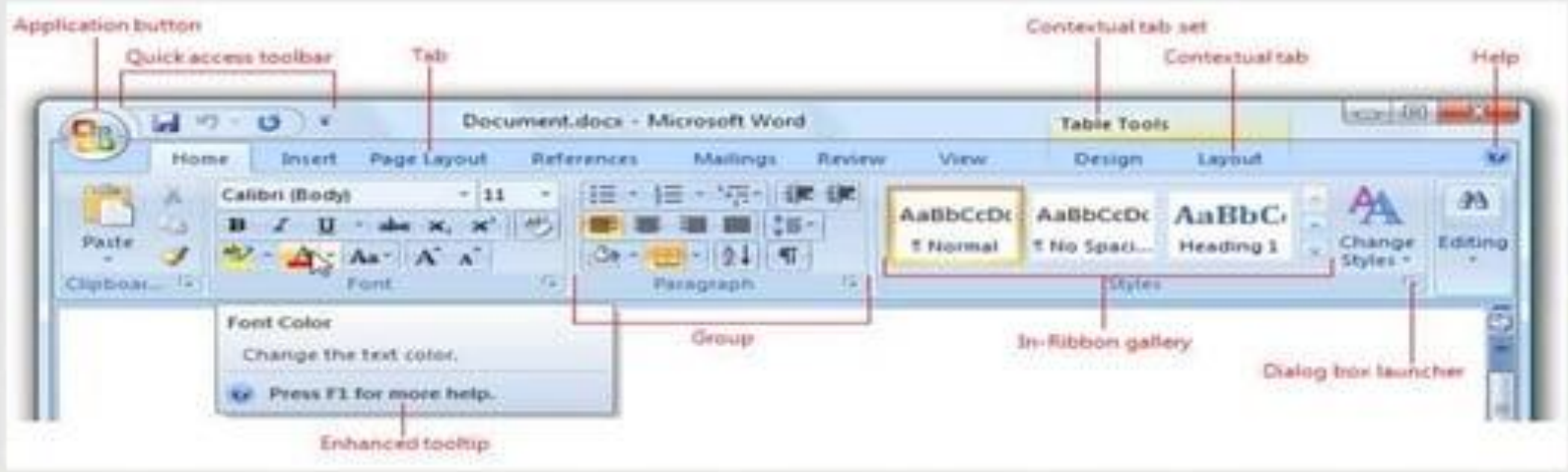
Find Replace Select

Editing

- MS-Word or Microsoft Word is a Word Processing Software developed by Microsoft in 1983. It is used to create documents, letters, reports, worksheets, resumes, etc and also allows you to edit or modify your new or existing documents. You can beautify the text by making it colorful.
- Microsoft word is a word processor software developed by Microsoft in 1983.
- It is the most commonly used word processor software. It is used to create professional quality documents, letters, reports, resumes, etc and also allows you to edit or modify your new or existing document.
- The file saved in Ms Word has .docx extension. It is a component of the Microsoft Office suite, but you can buy it separately and is available for both Windows and macOS.
- The latest version of Ms Word is 2019.

Introduction

Microsoft Word or **MS-WORD** (often called **Word**) is a Graphical **word** processing program that users can type with. It is made by the computer company **Microsoft**. Its purpose is to allow users to type and save documents.



Features of MS Word

- Speech recognition
- Spelling & grammar checker, word count (this also counts letters and lines)
- Inserts pictures in documents
- Choice of typefaces
- Special codes
- Web pages, graphs, etc.
- Tables
- Displays synonyms of words and can read out the text
- Prints in different ways
- MS Word is a part of Microsoft Office, but can also be bought separately.

WORD PROCESSOR

A **word processor** is a computer program that provides special capabilities beyond that of a text editor such as the WordPad program that comes as part of **Microsoft's Windows** operating systems.

Advantages of MS Word

- Saves time
- Enhances document appearance
- Allows sharing of documents
- Allows collaboration of documents
- Copies can easily be made, which saves on printing and it is much easier to do
- Can save multiple versions of documents and easily sort them so that you can go back to previous versions of the same document

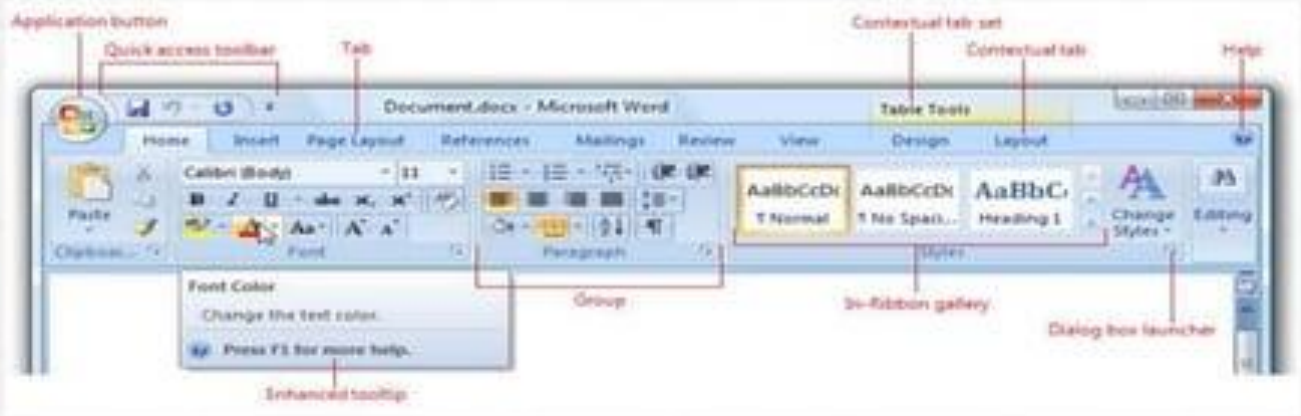
Uses of MS Word

- Preparing Letters
- Preparing Applications
- Preparing Notices
- Preparing Faxes
- Preparing Memorandums
- Preparing Legal Pleadings
- Preparing meeting Agendas
- Preparing Calendars
- Preparing resumes
- Preparing reports

PARTS OF WORD INTERFACE

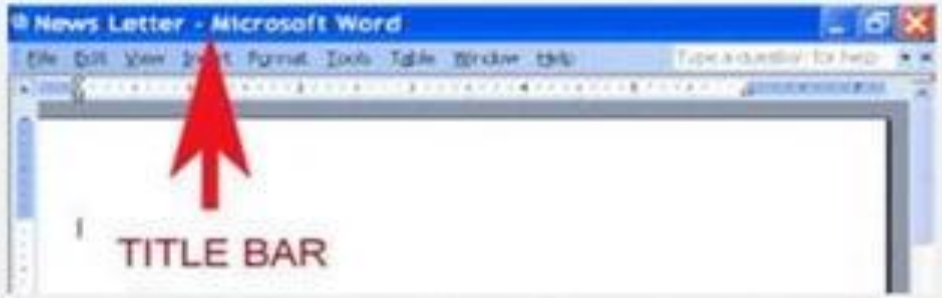
RIBBON

The **Ribbon** is a user interface element which was introduced by **Microsoft** in **Microsoft Office** 2007. It is located below the Quick Access Toolbar and the Title Bar. It comprises seven tabs; Home, Insert, Page layout, References, Mailing, Review and View. Each tab has specific groups of related commands.



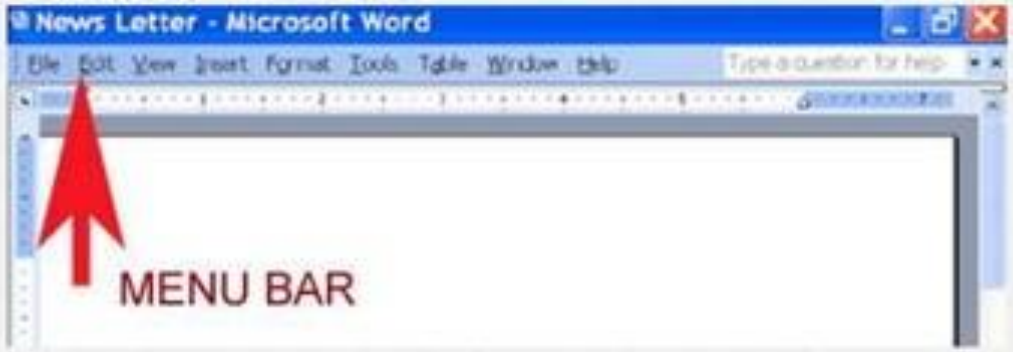
TITLE BAR

The **title bar** is a **bar** located at the top of a window or a dialog box that displays the name of the window or software program being used. For example, in the picture below, the **title bar** displays the name of the program "Text Pad" and the name of the document "Document1" currently being edited.



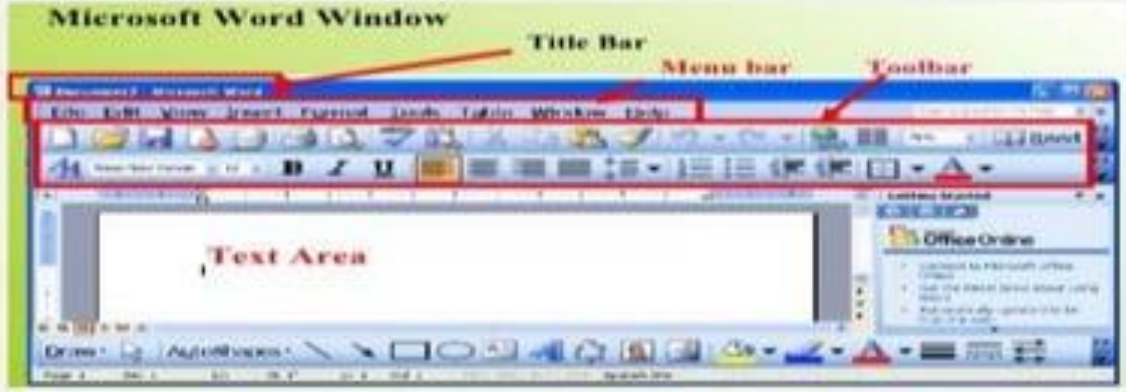
MENU BAR

When you first start Word, the menus and toolbars display basic commands and buttons. As you work with Word, the commands and buttons that you use most often are stored as personalized settings and displayed on menus and toolbars.



TOOL BAR

Below the Menu Bar are the Toolbars. There are 16 different Toolbars in Word. The two most common ones are the Standard and Formatting Toolbars. When several toolbars are docked on the same row, they might show only the buttons that you have used most recently.



SCROLL BAR

A vertical or horizontal **bar** commonly located on the far right or bottom of a window that allows you to move the window viewing area up, down, left, or right. Most people today are familiar with **scroll bars** because of the need to **scroll** up and down in almost every Internet web page.

STATUS BAR

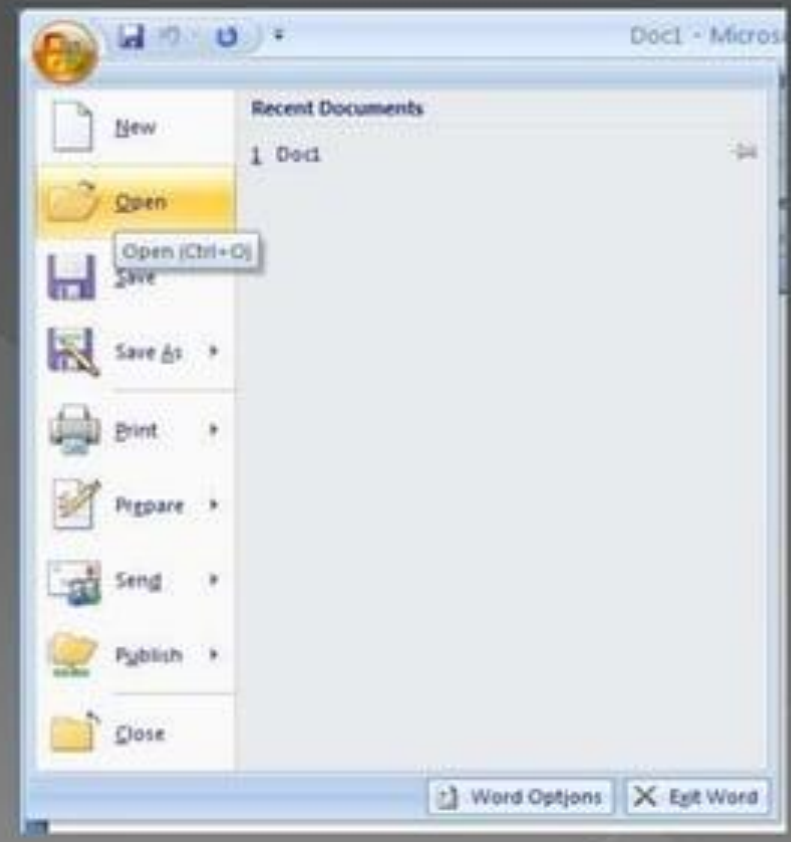
The **status bar** is the area at the bottom of the **Word window** that indicates information about the current document. It displays information about what page you are on, as well as your line number on the page and character number on the line.

Tabs of MS Word

- Home tab
- Insert Tab
- Page Layout Tab
- References
- Mailing
- Review
- View

FILE MENU

The File menu is a graphical control element formerly common to most file-handling computer programs, but more recently often replaced by a toolbar or ribbon. It often appears as the first item in the menu bar, and contains commands relating to the handling of files, such as open, save, print, etc.



HOME TAB

In general, the home tab is a tab or button in an application or web page that returns you to the home section. 2. In Microsoft Office, the Home tab is the default tab in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and other Microsoft Office products

INSERT TAB

To place an object between two other objects. Inserting characters, words, paragraphs and documents is common in word processing. Note that insert differs from append, which means to add at the end. Most computer keyboards have an Insert key, which turns insert mode on and off.

PAGE LAYOUT TAB

Page layout is the term used to describe how each page of your document will appear when it is printed. In Word, page layout includes elements such as the margins, the number of columns, how headers and footers appear, and a host of other considerations.

REFERENCES TAB

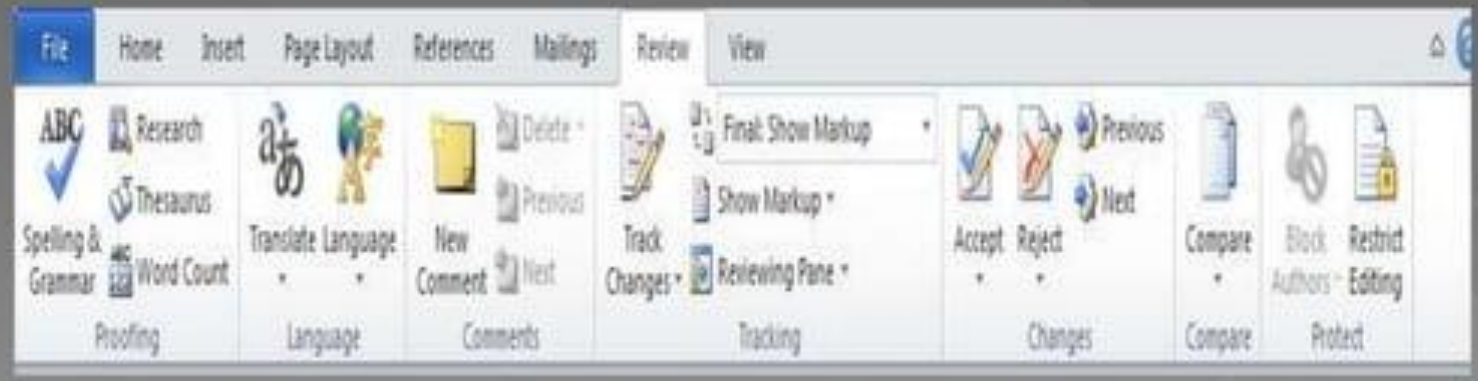
The References tab is a wealth of commands designed to help properly document your work with Footnotes, Citations and Bibliography commands. You'll also find commands for creating a Table of Contents, an Index and a Table of Authorities.

MAILING TAB

Mailings Tab Ribbon. Each individual tab is divided into groups. Under the Mailings Tab, each group is used to perform different steps in the mail merge process. The Mailings tab can also be used to create Mail Merges.

REVIEW TAB

The review tab of Microsoft Office Word 2007 has got some important commands that you can use to modify your document. The review tab is useful in a number of ways. For instance, you can use it for proofing your document, adding or removing comments, and tracking changes among other things.



VIEW TAB

The view tab will be mostly used with your complete document, usually to see how it will look like. These tools are important and you will keep using them from time to time depending on your needs. There are other important commands like the documents view and the show/hide ruler option. These are the groups that we have in the view tab of Microsoft Office Word 2007 and their respective commands.

Presentation Outline

Part A
- Microsoft and menu introduction
- Document creation, editing and saving

Part B
- Creating tables, figures and inserting captions
- Graphs, word Art, Charts, text flow

Part C
- Systemic header, footer and page numbering
- Page setup and other related features

Part D
- Reviewing writing(editing, track changes, comparing files, etc)

Part E
- Thesis formatting(Creating a table of content, list of tables and list of figures)

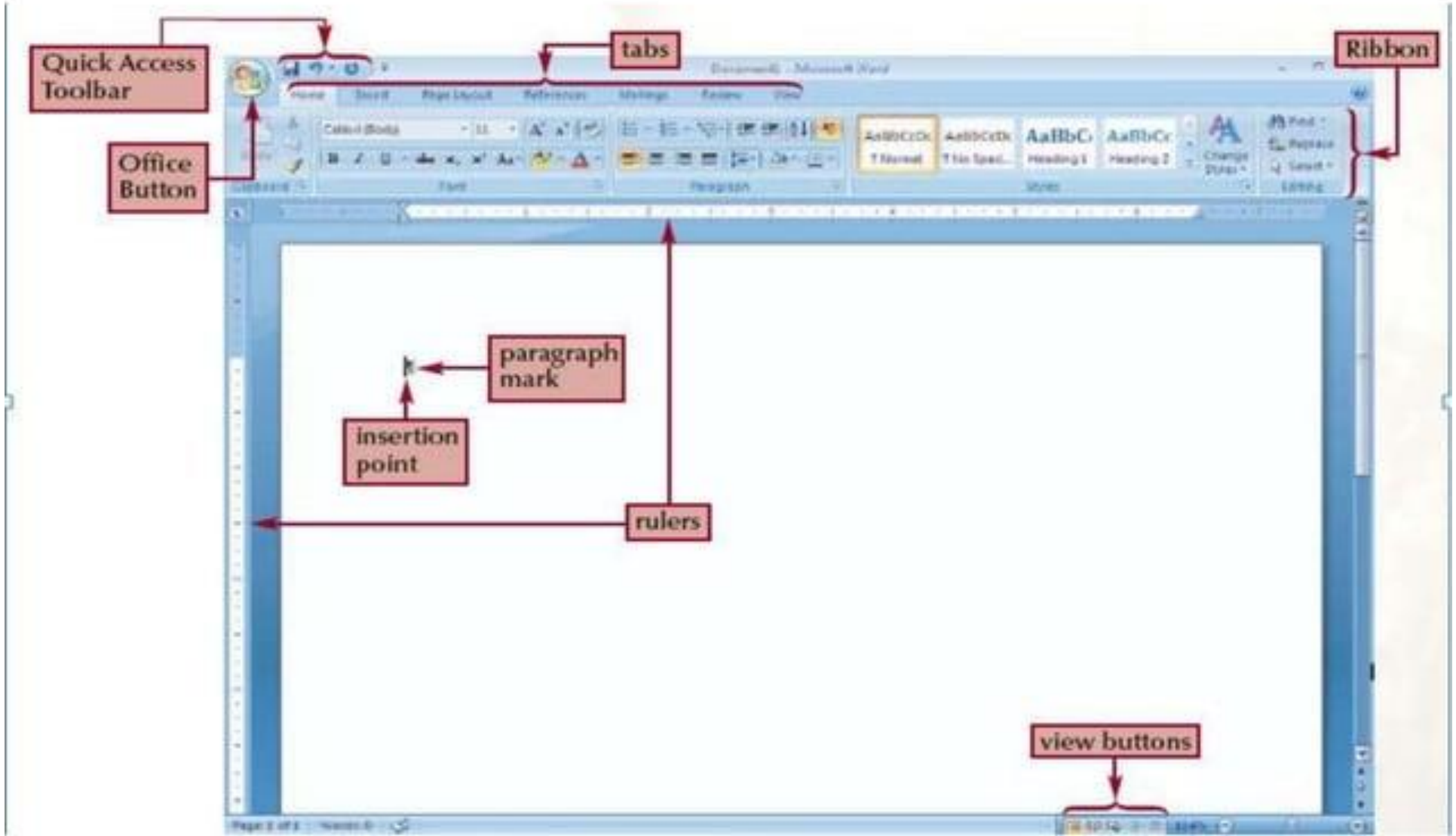
Introduction

- Microsoft Word 2010 is a word-processing program, designed to help you create professional-quality documents
- helps you organize and write your documents more efficiently
- includes powerful editing and revising tools for easy collaboration with others

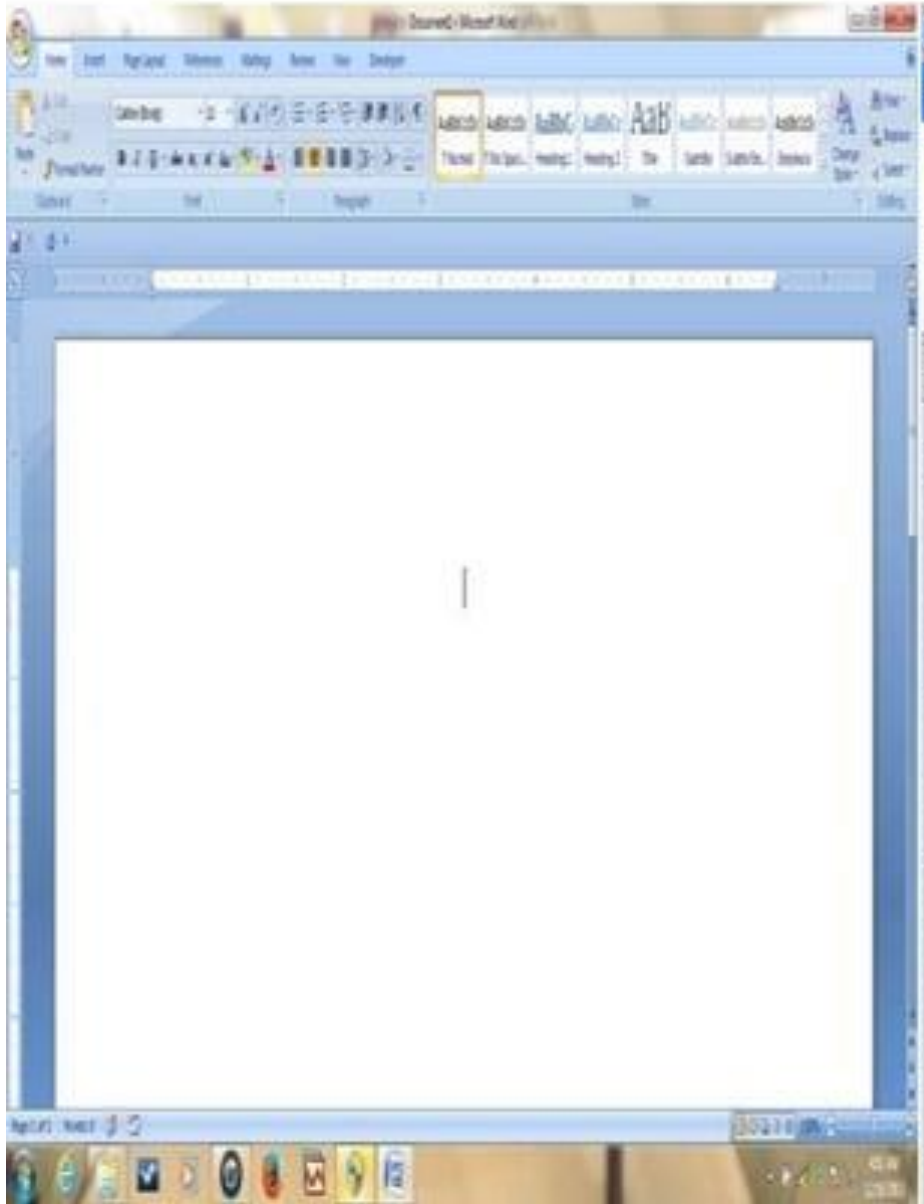
Parts of the Word Window

Window Element	Description
Office Button	Provides access to the word options dialog box and to commands that control what you can do with a document that have created, such as saving, printing, and so on.
Ribbon	• Provides access to commands that are grouped according to the tasks you perform in word • Understanding the Ribbon is a great way to help understand the changes between Microsoft 2003 to Microsoft 2010. • The ribbon holds all of the information in previous versions of Microsoft Office in a more visual stream line manner through a series of tabs that include an immense variety of program features.
Tabs	Provide one-click access to the groups of commands on the ribbon/; the tabs you see change depending on the task you are currently performing
Quick Access Toolbar	Provides access to common commands you use frequently, such as save
Rulers	Show page margins, tab shops, row heights and column widths
Insertion point	Shows where characters will appear when you start typing
Paragraph mark	Marks the end of a paragraph
View buttons	Allow you to change the way the document is displayed

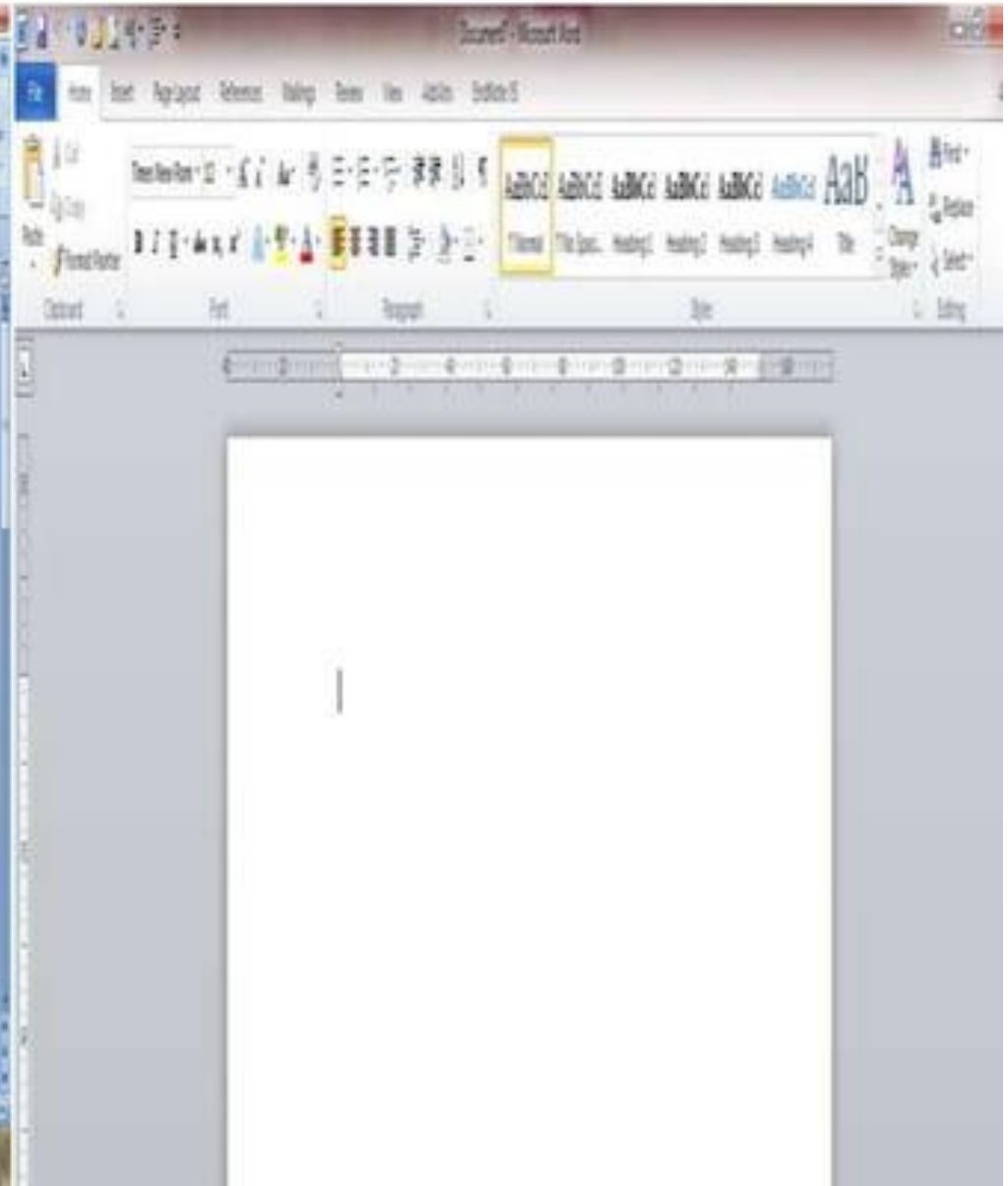
Parts of the Word Window



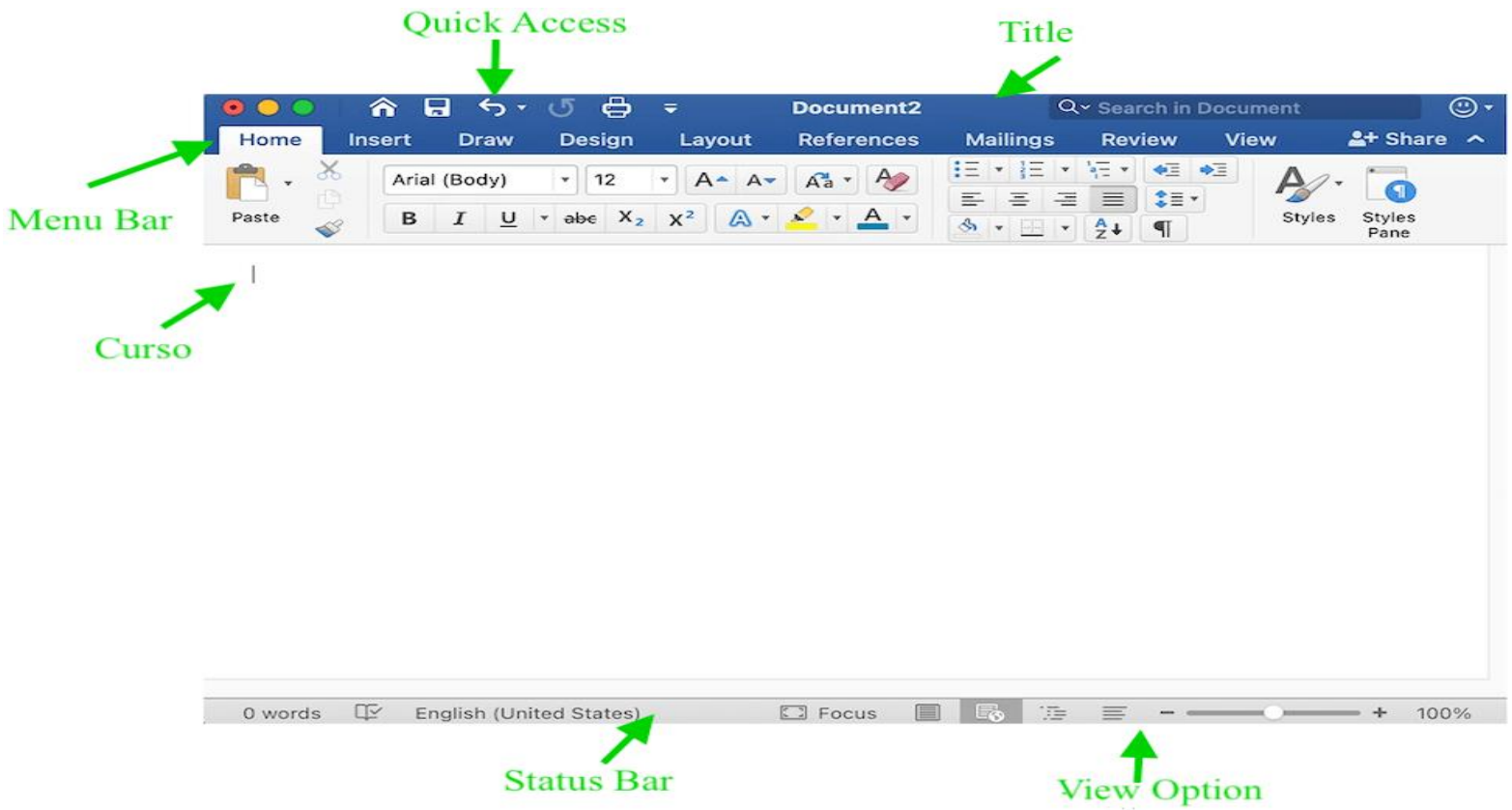
Microsoft 2007



Microsoft 2010



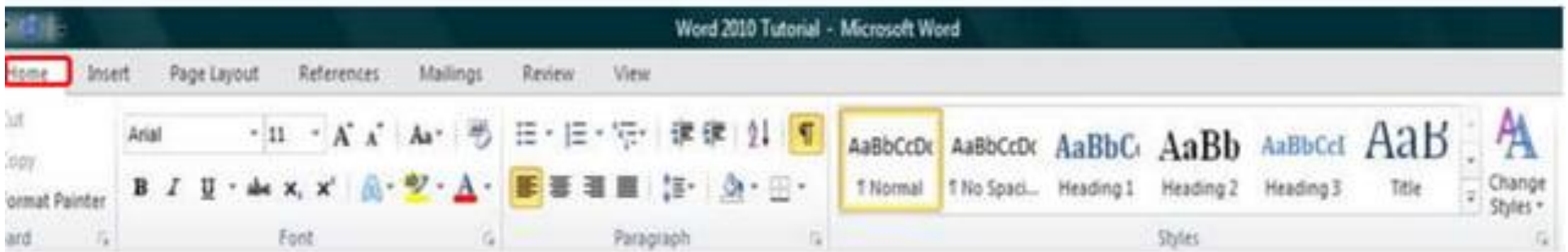
- Word 2019 gives you new ways to work with documents, like improved digital pen features, book-like page navigation, Learning Tools, and translation.
- Here are highlights of what's new since Word 2016.
- When someone else is working with you on a document, you'll see their presence and the changes they're making.



DIFFERENT TABS

Home Tab

- This is the most used tab; it incorporates all text formatting features such as font and paragraph changes



Insert Tab

This tab allows you to insert a variety of items into a document from pictures, clip art, tables and headers and footers

Page layout

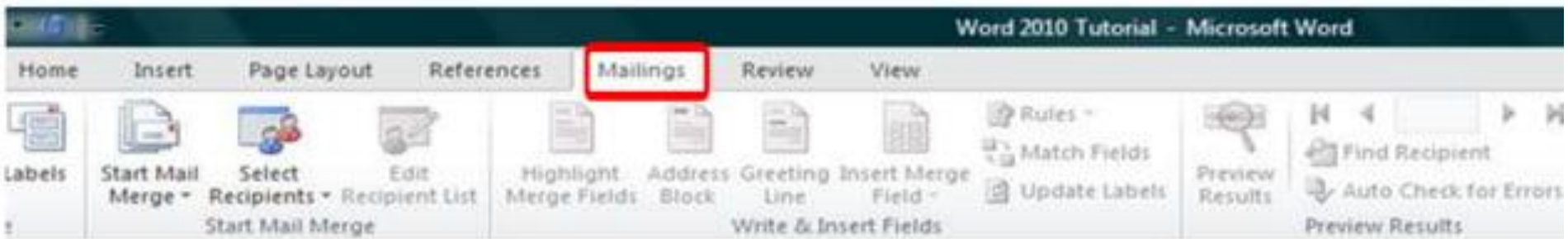
- This tab has commands to adjust page elements such as margins, orientation, inserting columns, page backgrounds and themes

Reference tab

- This tab has commands to use when creating a Table of Contents and citation page for a paper. It provides you with many simple solutions to create these typically difficult to produce documents.

Mailing Tab

- This tab allows you to create documents to help when sending out mailings such as printing envelopes, labels and processing mail merges.

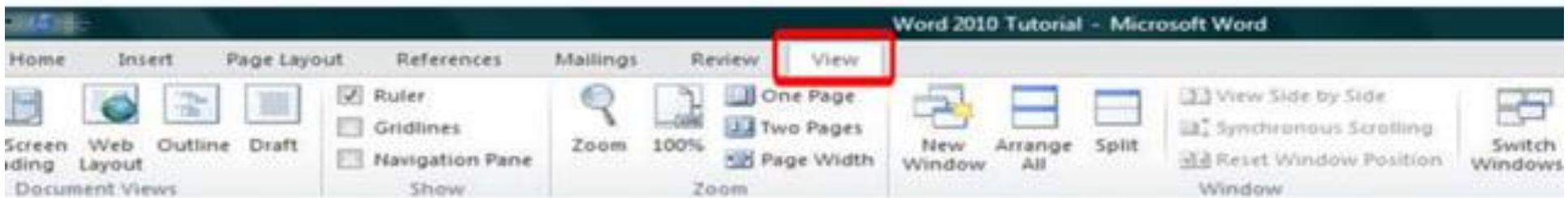


Review Tab

- This tab allows you to make any changes to your document due to spelling and grammar issues. It also holds the track changes feature which provides people with the ability to make notes and changes to a document of another person.

View Tab

This tab allows you to change the view of your document to a different two page document or zoom and can be used to delete unwanted page from the document



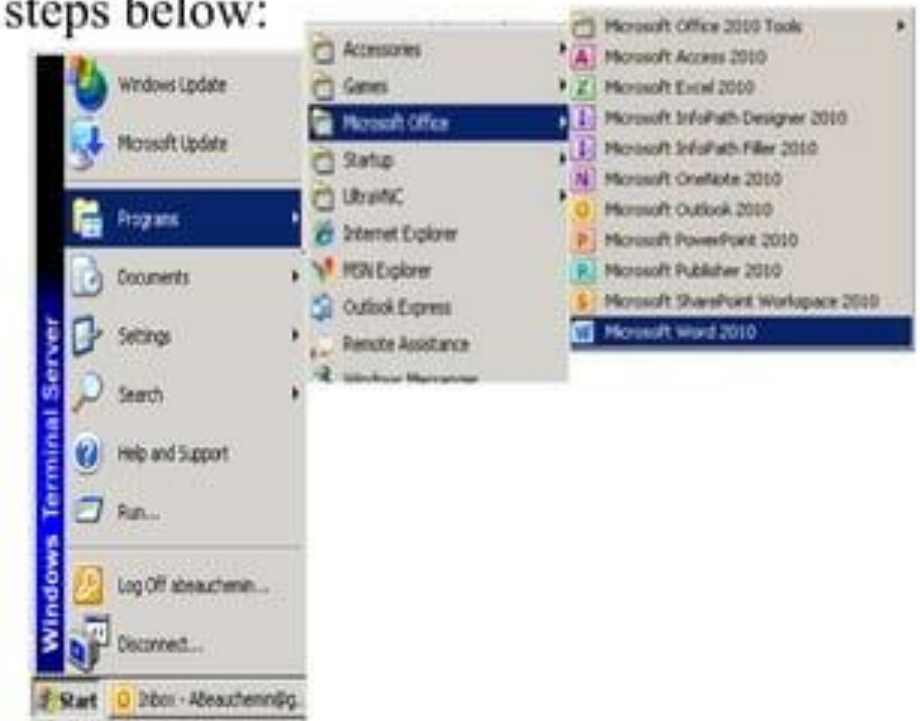
Getting Started

- Now that you have an understanding of where things are located, let's look at the steps needed to create a document.

Opening Outlook

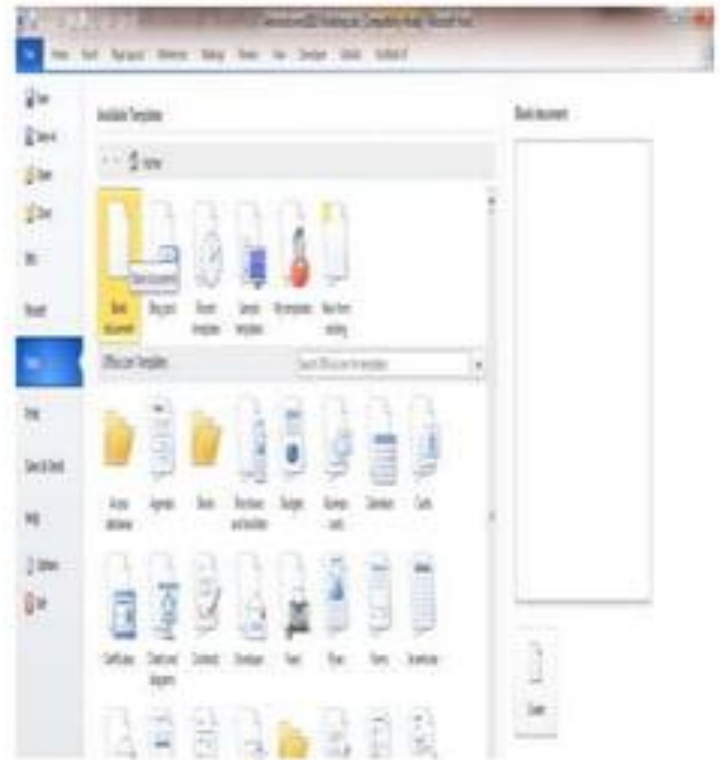
- You may have a shortcut to Word on your desktop, if so double click the icon and Word will open. If not follow the steps below:

1. Click on the Start button
2. Highlight Programs
3. Highlight Microsoft Office
4. Click on Microsoft Word 2010



Create a New Document

1. Click the **File** tab and then click **New**.
2. Under **Available Templates**, click **Blank Document**.
3. Click **Create**



Using Templates

Word 2010 allows you to apply built-in templates from a wide selection of popular Word templates, including resumes, agendas, business cards, and faxes.

To find and apply a template in Word, do the following:

1. On the **File** tab, click **New**.
2. Under **Available Templates**, do one of the following:
   - To use one of the built-in templates, click **Sample Templates**, click the template that you want, and then click **Create**.
   - To reuse a template that you've recently used, click **Recent Templates**, click the template that you want, and then click **Create**.
   - To find a template on Office.com, under **Office.com Templates**, click the template category that you want, click the template that you want, and click **Download** to download the template from Office.com to your computer.
- 3. Once you have selected your template you can modify it in any way to create the document you want.

Opening a document

1. Click the **File** tab, and then click **Open**.
2. In the left pane of the **Open** dialog box, click the drive or folder that contains the document.
3. In the right pane of the **Open** dialog box, open the folder that contains the document that you want.
4. Click the document and then click **Open**.

Cut, Copy and Paste

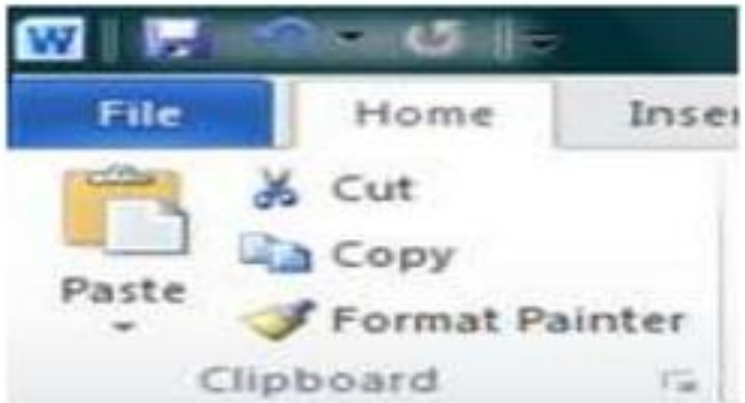
If you would like to remove text from your document you can copy or cut the text from the document.

- Simply highlight the text and go to the **Home** tab in the **Clipboard** group and click **Cut** or **Copy**.
- You can also right click on your mouse and select **Cut** or **Copy**
- Or use Shortcut-

Ctrl+C (copy)

Ctrl+x(cut)

Ctrl +v(paste)



Pasting Text

If you **Copy** text, you typically need to **Paste** it somewhere.

- The **Paste** feature in 2010 is much more detailed than in previous versions of Word.

- When you paste content, the **Paste Options** button provides different options, depending on the source of the content.

Note

To Paste, click on the area you want your information to be inserted and either go to the **Home** tab in the **Clipboard** group and click **Paste** or right click on your mouse and select **Paste option**

Different paste options

Keep Source Formatting: This option preserves the look of the original text.

Keep Text Only: This option removes all the original formatting from the text.

Link & Keep Source Formatting: This option preserves the look of the original text, and it maintains a link to the source file and updates the pasted text with any changes that are made to the source file.

Link & Use Destination Styles: This option formats the text to match the style that's applied where the text is pasted. It also maintains a link to the source file and updates the pasted text with any changes that are made to the source file.

Merge Formatting: This option changes the formatting so that it matches the text that surrounds it.

Picture: This option inserts the text as an image.

Use Destination Styles: This option formats the text to match the style that's applied where the text is pasted.

Use Destination Theme: This option formats the text to match the theme that's applied to the document where the text is pasted.

Undo

- The **Quick Access Toolbar** holds a variety of commands right at your finger tips. Found in the top left of the document above the **File** and **Home tab**.

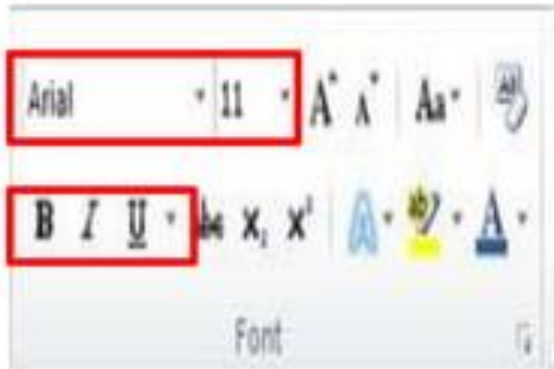
- You can **add** or **remove** command by clicking on the arrow to the right of the **Quick Access Toolbar.**
- If you make an error in your document click on the **Undo** command and it will remove the last thing you did

Show/Hide Formatting Marks

- The Show/Hide command allows you to see every time you hit the space bar, hit enter or tab.
- This feature can be quite useful when creating documents to understand where everything is placed within your document and see if any errors have been made
- On the Home tab, in the **Paragraph** group, click **Show/Hide**

Formatting Text

Formatting a document can range from modifying text size to adding graphics. It is easy to add creative touches to any document with the options Microsoft Word has to offer.



Modifying Fonts

The **Font** Group allows you to change your text font style, size, color and many other elements.

1. **Highlight** the text you would like to modify.
2. Click on the drop down arrow of font style and font size and select the changes you would like to make.
3. While text is highlighted you can also click on the color, bold, italics or underline commands to modify the text even more.

Change Text Case

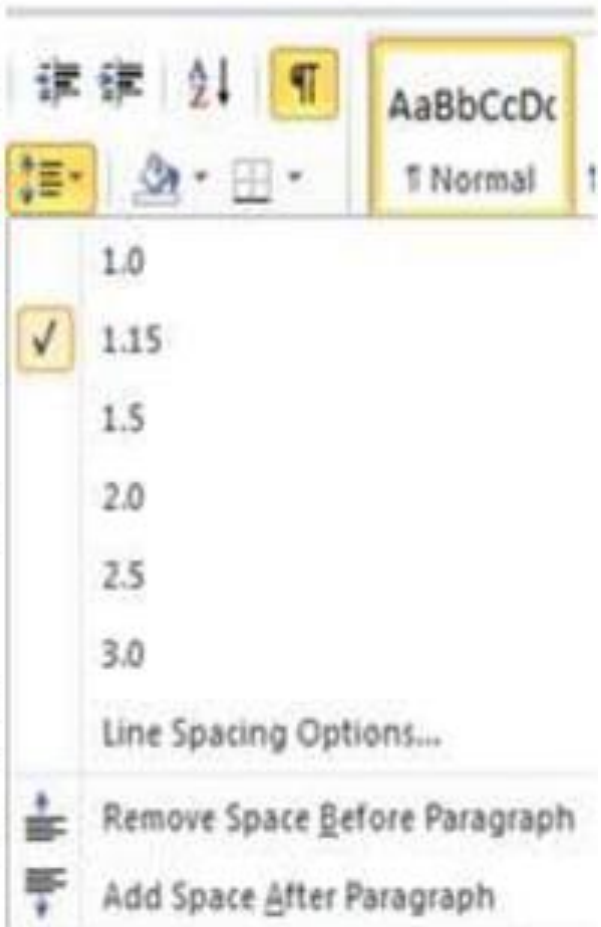
You can change the case of selected text in a document by clicking a single button called **Change Case** on the ribbon

1. Highlight the text for which you want to change the case.
2. On the **Home** tab, in the **Font** group, click **Change Case**.
3. Choose an option from the dropdown list, which includes **Sentence case**, **lowercase**, **UPPERCASE**, **Capitalize Each Word**, and **tOGGLE cASE**.

Formatting Documents

The easiest way to change the line spacing for an entire document is to **highlight** the paragraphs or entire document that you want to effect the line spacing on.

1. On the **Home tab**, in the Paragraph group, click **Line Spacing**.
2. Click the number of line spaces that you want.
3. For example, **click 1.0** to single-space with the spacing that is used in earlier versions of Word. **Click 2.0** to double-space the selected paragraph.

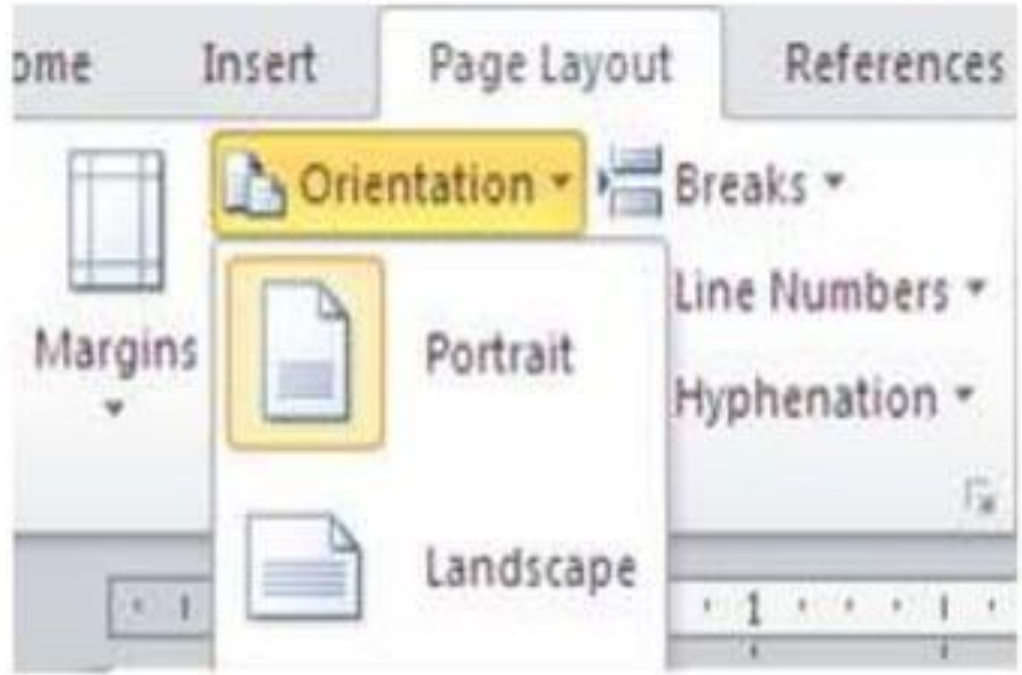


Page Orientation

- You can choose either portrait (vertical) or landscape (horizontal) orientation for all or part of your document.

Change Page Orientation

1. On the **Page Layout tab**, in the **Page Setup** group, click **Orientation**.
2. Click P**ortrait** or **Landscape**



Different Page Orientations on Same Document

1. Highlight the **pages** or **paragraphs** that you want to change to **portrait or landscape** orientation.
2. On the **Page Layout tab**, in the Page Setup group, click **Margins**.

a. Click **Custom Margins** at the bottom of the drop down menu.

b. A **Page Setup** dialog box will appear.

c. On the **Margins tab**, click **Portrait or Landscape**.

d. In the Apply to list, click **Selected text** or **This point forward**.

NOTE

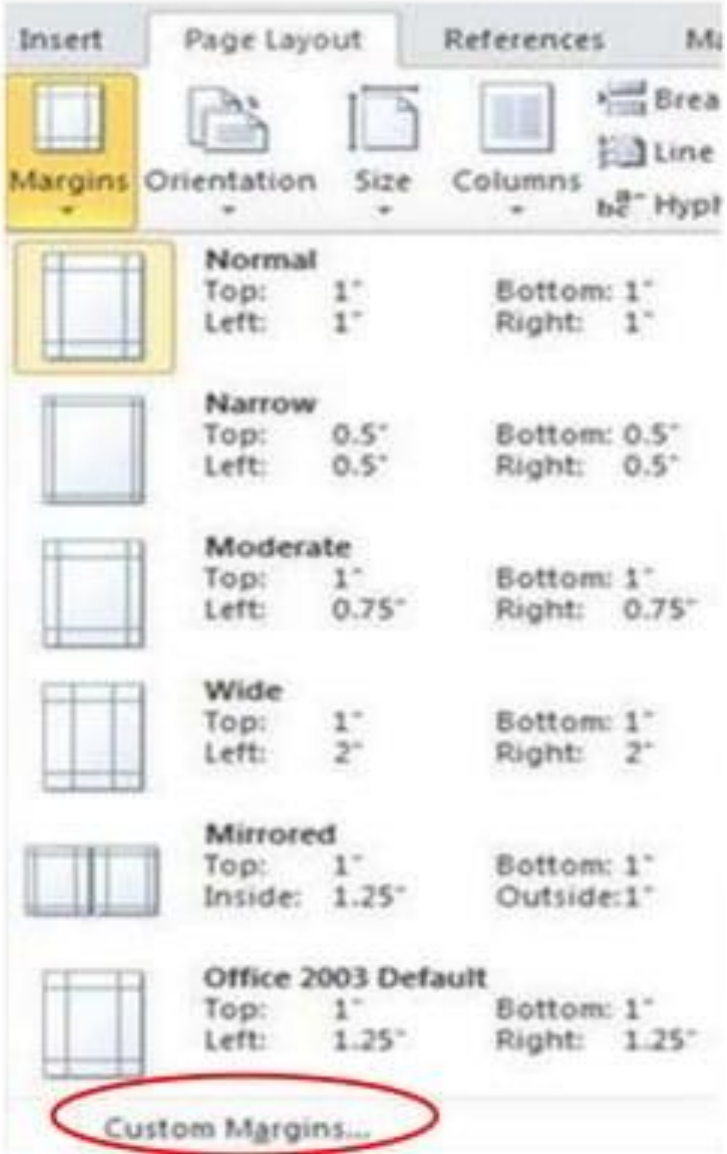
If you select some but not all of the text on a page to change to portrait or landscape orientation, Word places the selected text on its own page, and the surrounding text on separate pages

Page Margins

Page margins are the blank space around the edges of the page.

Setting Predefined Page Margins

1. On the **Page Layout tab**, in the Page Setup group, **click Margins**. The Margins gallery drop down menu will appear.
2. Click the **margin type** that you want to apply.



Create Custom Margins

Create Custom Margins

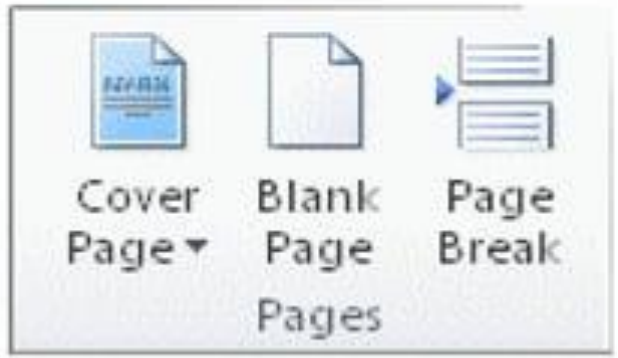
1. On the **Page Layout tab**, in the Page Setup group, click **Margins**.
2. At the bottom of the Margins gallery drop down menu, click Custom Margins.
3. The **Page Setup dialog box** will appear.
4. Enter **new values** for the margins in all or some of the **Top, Bottom, Left or Right** text boxes.
5. Click **OK**

Note

Most printers require a minimum width for margin settings. If you try to set margins that are too narrow, Microsoft Word displays the message One or more margins are set outside the printable area of the page.

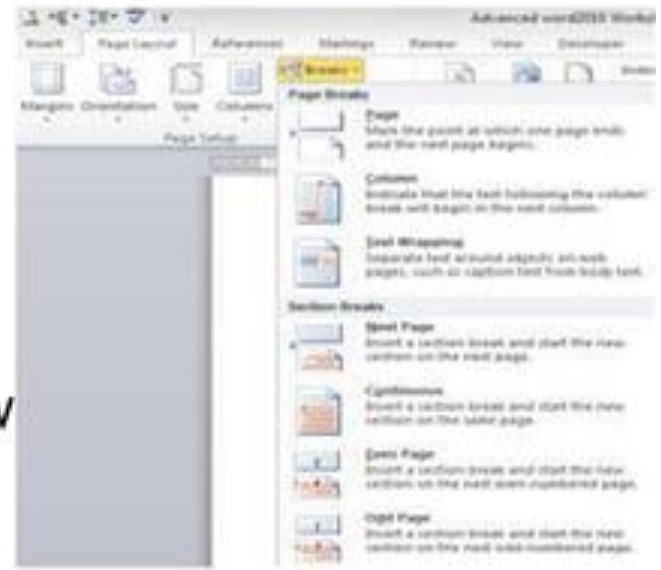
Page Breaks

Word automatically inserts a page break when you reach the end of a page. If you want the page to break in a different place, you can insert a manual page break.



Inserting a Page Break

1. Click where you want to start a new page.
2. On the **Insert** tab, in the **Pages** group, click **Page Break**



NOTE

You can also insert breaks into your document by going to the **Page Layout tab**, Page Setup group and click on the **Breaks** command to view a variety of page and section breaks you can insert into your document.

Deleting a Page Break

You cannot delete the page breaks that Word inserts automatically; you can only delete a page break that you insert manually.

1. Go to the page break you would like to remove.
2. Select the page break by clicking in the margin next to the dotted line.

3. Press the DELETE key on your keyboard.

Headers, Footers, and Page Numbers

You can add headers, footers and page numbers numerous ways

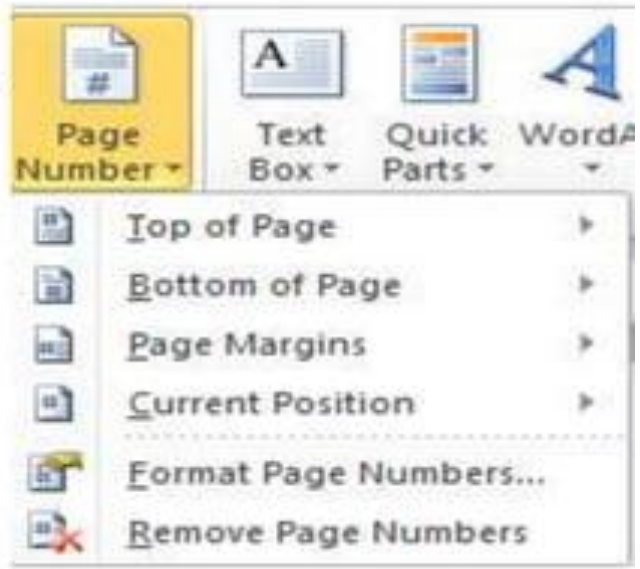
- The simplest way is to double click on the top or bottom of the page and the header and footer area will appear

- Enter the text you wish to be displayed at the top or bottom of every page.

Add Page Numbers

If you want a page number on each page, you can quickly add a **page number** from the gallery

1. On the **Insert tab**, in the Header & Footer group, click **Page Number**.
2. Click the page number location that you want.
3. In the gallery, scroll through the options, and then click the **page number** format that you want.



4. To return to the body of your document, click Close Header and Footer on the Design tab (under Header & Footer Tools

Add Header or Footer

1. On the **Insert tab**, in the Header & Footer group, click Header or Footer.
2. Click the **header or footer** that you want to add to your document and your header or footer area will open.
3. Type text in the h**eade**r or **footer** area.
4. To return to the body of your document, click Close Header and Footer on the Design tab (under Header & Footer Tools).

To Remove page numbers, headers, and footers

1. Click on the Header, Footer or Page Number Command.
2. A drop down menu will appear.
3. Click Remove at the bottom of the menu.

Bulleted or Numbered List

You can quickly add bullets or numbers to existing lines of text, or Word can automatically create lists as you type.

By default, if you start a paragraph with an asterisk or a number 1., Word recognizes that you are trying to start a bulleted or numbered list.

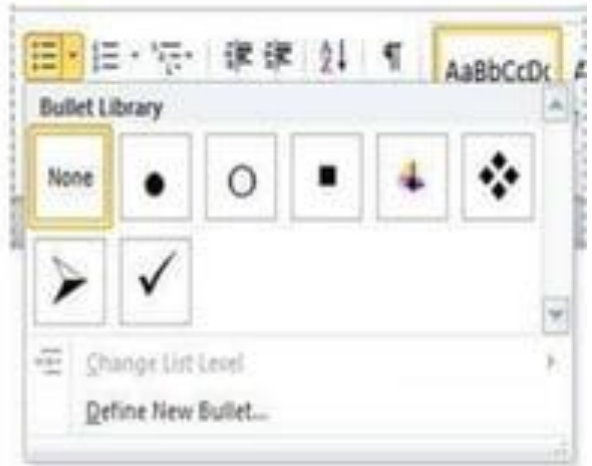
If you don't want your text turned into a list, you can click the **AutoCorrect Options** button that appears.

1. Bullets Command
2. Numbering Command

Insert Bulleted or Numbered List

Insert Bulleted or Numbered List

1. Click on the area where you would like your list to appear or **highlight the text** you would like to be in a list.
2. Go to the **Home tab,** in the Paragraph group, click **Bullets or Numbering**.
3. A bullet(s) or number(s) will be inserted.



Select Bullets or Numbering Style

1. Select the items that you want to add bullets or numbering to.
2. On the Home tab, in the Paragraph group, click the arrow next to the Bullets or Numbering command.
3. Select the bullet or number format you would like to be inserted.

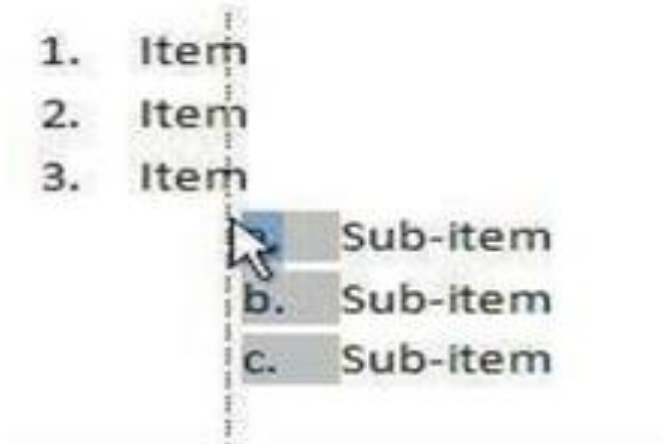
Move a List Left or Right

If you do not like the location of your bullets or numbers you can easily move them to a preferred location.

1. Click a **bullet or number** in the list to highlight the list

2. Drag the list to a new location. The entire list moves as you drag.

The numbering levels **do not change.**



Advanced Formatting Techniques

Create Columns

Columns can be used in documents such as brochures, newsletters or to save space when creating lists

Add columns before entering text

1. Go to the **Page Layout tab**, in the **Page Setup group**, click **Columns**.
2. Click **the layout** that you want. Your document will be formatted in columns.

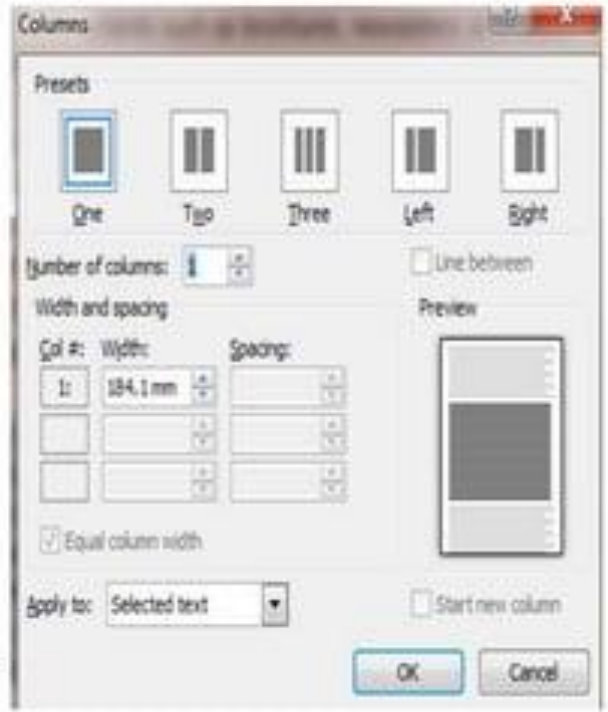
NOTE

To add a vertical line between the columns, click Columns again, click **More Columns**, and then select the **Line between** check box. You can also adjust the column width and spacing

Add columns to part of a document

To do that highlight the text you want formatted in columns, or place your cursor where you want columns to begin

1. On the **Page Layout tab**, in the **Page Setup** group, click **Columns**
2. Click **More Columns**
3. Click the number of columns that you want.
4. In the **Apply** to list, click Selected text or **This point forward.**



NOTE

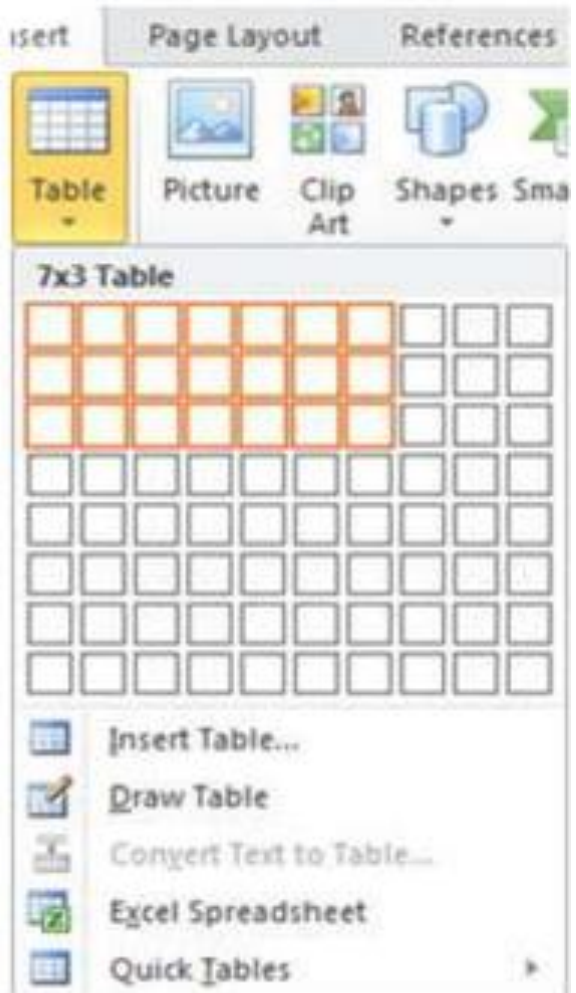
To change the layout again further on in your document, select text or click where you want to change the layout, and then follow the same steps. For example, you can change from one column to a two-column layout, and then you can change back to the single-column layout on a later page.

Tables

Using tables in Word can provide you with additional elements to any document. Tables can be used to create lists or format text in an organized fashion

Inserting a Table

1. Click where you want to insert a table.
2. On the **Insert tab**, in the Tables group, click **Table**
3. A drop down box will appear; click and hold your mouse then drag to select the number of rows and columns that you want inserted into your document. You will see your table appearing in your document as you drag on the grid.
4. Once you have highlighted the rows and columns you would like let go of your mouse and the table will be in your document



Add Row/Column to Table

1. Click on the t**able**.
2. Under Table Tools, go to the Layout tab
3. Click on the **Insert Above or Insert Below** to add a row, Click on **Insert Left or Insert Right** to insert a column.

4. Click on Delete to remove a column, row or cell.

Reviewing a Document

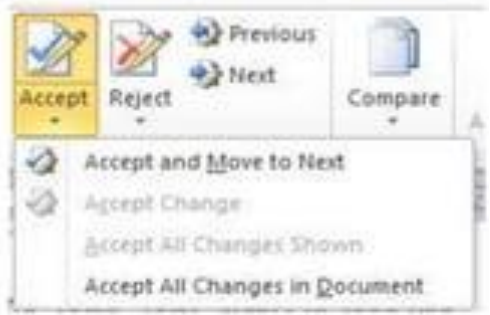
To review /edit a document in the format used by Word 2010 and Word 2007, do the following:

1. Click the **Review tab**
2. Click **Track changes** (make sure is highlighted)
3. Start Editing process

Tracking

- Applying track changes on your document when your receive comments
- Click **Review** then go to **Accept** and Choose

1. Accept and move to next: for one by one
2. Accept all changes in Document (for all together)



Comparing Files

You can view two files at the same time to see the differences

- For example between original and revised documents

Steps

1. Click **review tab** and then go to **compare**
2. Click **compare** and select **compare two versions**

- Choose the **both files** for comparison

Thesis Formatting

Font size 12 point no scripted or italicized
(except for scientific names and terms in a different language.)

Footnotes and text in tables should not be less than 8-point

Some fonts appropriate for UPM thesis include:

Arial

Book Antiqua

Bookman

Palatino

Tahoma

Times New Roman

Margins and Spaces

- **Left margin**: 40 mm
- **Right, top** and **bottom margins**: 25 mm.
- **Double-spaced**, with **four spaces** between **paragraphs** and **sections.**

However, the following should be single space

i. Footnotes (if absolutely necessary);

ii. Quotations of three lines or more, indented and set in a block;

iii. References or bibliography (except between entries);

iv. Multi-line captions (tables, figures);

v. Appendices, such as questionnaires, letters; and

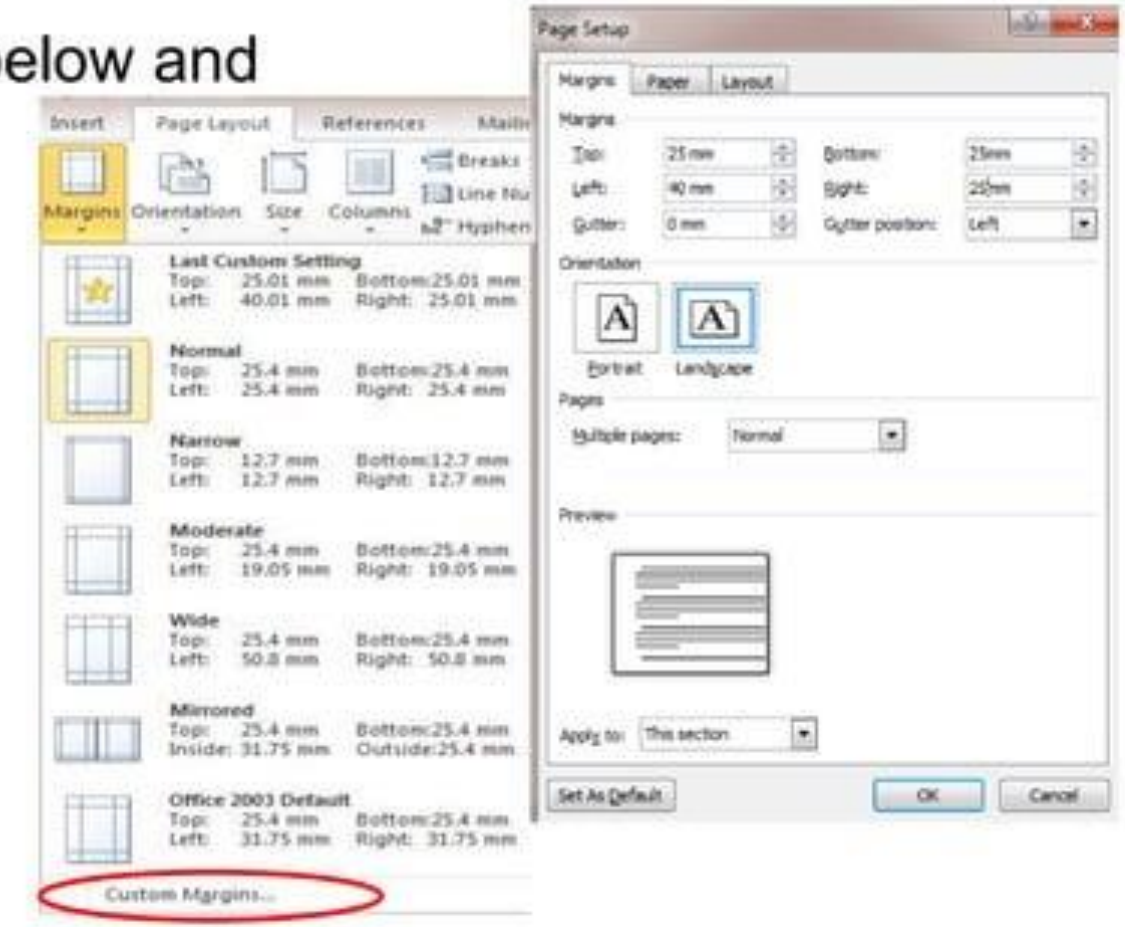
vi. Headings or subheadings.

NOTE

1. Be mindful of your paragraph spacing (ie **before** and **After:** 0pt)
2. Customize indent to 0mm unless otherwise necessary

Customizing your margins

- Click on **page layout** tab and then click **margins**
- Click **custom margins** below and type your dimensions
- Click **ok**



Modifying text styles

- Normal: for text
- Heading1: for first level of headings
- Heading2: for second level of headings
- Captions: for tables, photos or charts name

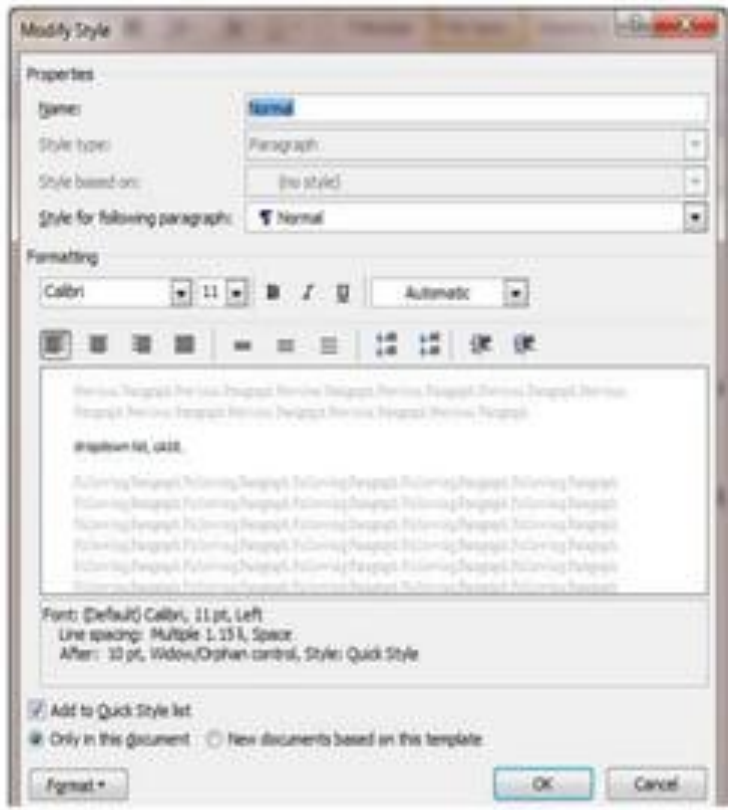
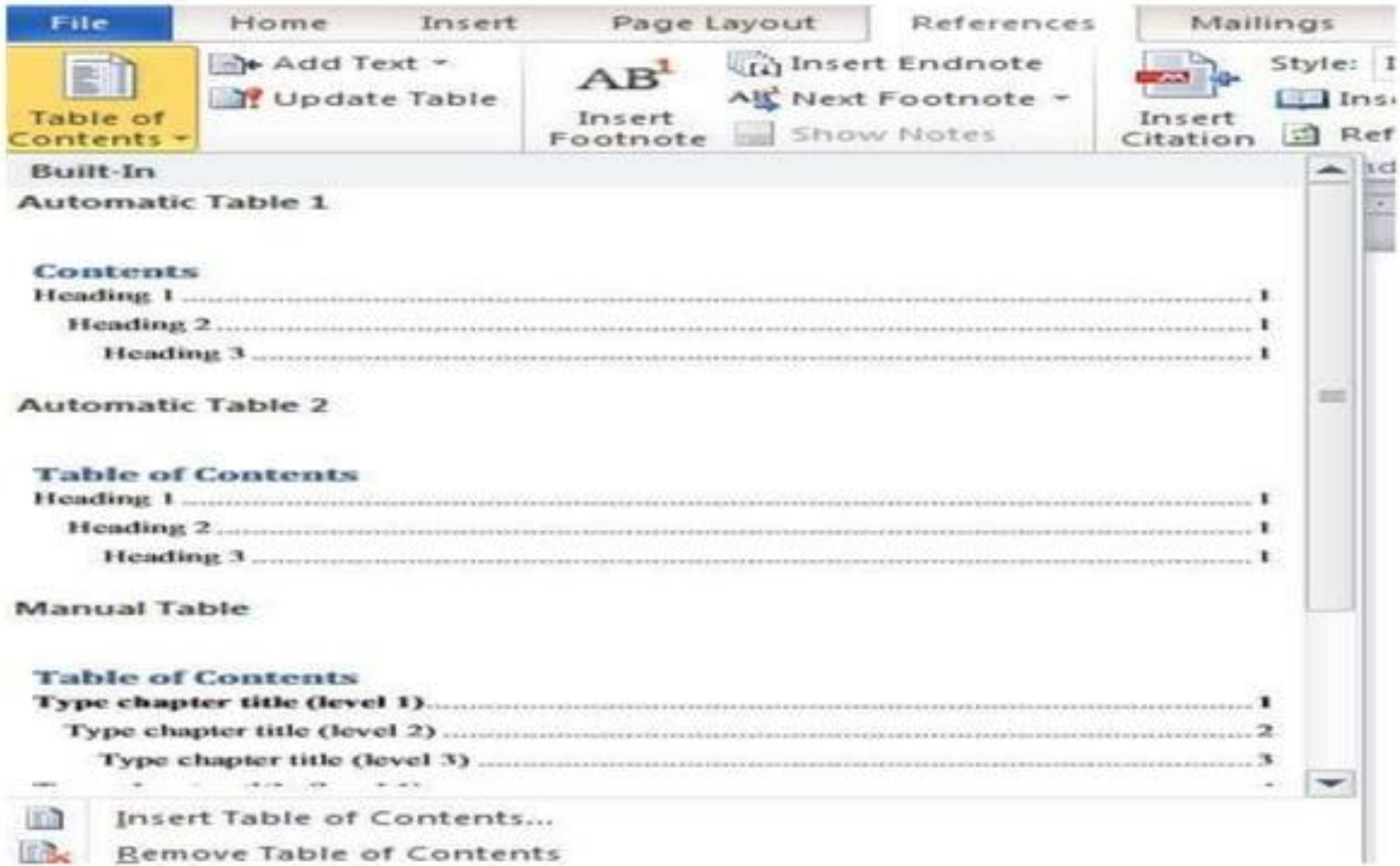


Table of contents



Practical

- Let format this ten page document according to UPM SGO standard
- Individual tasks follow

Thank you All